

City of Raleigh, NC
Development Plans Review Center
P. O. Box 590, Raleigh, N. C. 27602
One Exchange Plaza 3rd Floor
Telephone: (919) 516-2626 FAX: (919) 516-2684
www.raleighnc.gov/planning/dprc

MASTER PLAN APPLICATION

PLANNED DEVELOPMENT OVERLAY DISTRICT

Section A.

SUBMITTAL CHECKLIST

AT THE TIME YOU SUBMIT, A PLANNING DEPARTMENT STAFF MEMBER WILL CHECK YOUR APPLICATION MATERIALS FOR COMPLETION. IF ANY OF THE FOLLOWING SUBMITTAL MATERIALS ARE MISSING OR INCOMPLETE, WE WILL ASK YOU TO COMPLETE THE PACKAGE AND RE-SUBMIT for the appropriate deadline date. This is an important step to ensure that your plan can be reviewed in a timely manner, so please plan on spending a few minutes with us when you submit. Please DO NOT simply leave your application materials with the receptionist.

PLANS SHALL BE SUBMITTED TO THE DEVELOPMENT PLANS REVIEW CENTER, ONE EXCHANGE PLAZA 3RD FLOOR WITH OTHER REQUIRED DOCUMENTATION FOR ZONING CASES BY THE DEADLINE DATE.

PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF). If any information is missing from the application package, you will be asked to complete the application and re-submit the petition, so please check the list below carefully before you submit: Insufficient information may result in a change in your schedule of review.

- ☐ **\$2,570.00 FILING FEE.** This represents approval filing fee and re-zoning fee. Checks may be made out to the City of Raleigh. Payments may be made by cash, check, Visa or Master Card.

Fee effective July 1, 2008

Master Plans associated with a Planned Development District **\$2,570.00**

Revisions to approved master plans **\$1,285.00**

- ☐ **COMPLETED RE-ZONING PETITION.** Available for download at <http://www.raleighnc.gov/planning/dprc/applications>, or pick up from 3rd floor, One Exchange Plaza.
- ☐ **THIS APPLICATION FORM** completed and signed by the **property owner** (agent cannot sign for owner).
- ☐ **USING "IMAPS", PLEASE SUBMIT A HIGHLIGHTED COPY OF YOUR PARCEL WITH YOUR PIN # AND A MOST RECENT AERIAL PHOTO OF THE PARCEL.**
- ☐ **TWELVE COPIES OF MASTER PLAN DOCUMENTS.** You may chose to Include illustrative site plans, text, drawings, charts or illustrations necessary to explain the concepts and details of the master plan. See Section C of this application for necessary information to be included in a master plan submittal. See accompanying template provided.
- ☐ **Three copies of the TRAFFIC IMPACT ANALYSIS** including the volumes generated by each use.



NEW ! A DIGITAL COPY OF ONLY THE SITE PLAN AND ELEVATIONS.

The purpose of this image is to illustrate the basic character of the preliminary plan. It should contain only such basic information as: building outline, landscaping, parking and drives, stormwater facilities, lot boundary. The digital image should be provided in the form of **pdf** on a CD or 3 ½" floppy disk. If the plan was not digitally created, provide an 8 ½" x 11" reduction of the plan.

Label the CD or floppy disk with the plan name, case file number, and indicate how many times the plan has been resubmitted for review.

NOTE!!! A FINAL DIGITAL OR REDUCED COPY OF THE PLAN IS TO BE SUBMITTED TO THE COORDINATING PLANNER ONCE ALL STAFF REVIEW COMMENTS HAVE BEEN APPROVED. It should contain only such basic information as: building outline, landscaping, parking and drives, stormwater facilities, lot boundary. The digital image should be saved in any of the following formats, listed in order of preference: **.jpg, .gif, .pdf**, either on a CD or 3 ½" disk. If the plan was not digitally created, provide an 8 ½" x 11" reduction of the plan.

PLANNED DEVELOPMENT APPROVAL PROCESS:

The master plan will be reviewed by administrative staff, and comments will be sent to the applicant. At the point at which the Planning Director determines that the master plan submittal requirements are complete and adequate to properly review the proposal, a public hearing will be authorized on the request for re-zoning to Planned Development Overlay District. After the public hearing, the Master Plan and re-zoning request are referred to Planning Commission for a recommendation, and on to City Council for final consideration.

Section B.

SUMMARY INFORMATION - (SHOW ON MASTER PLAN)

ALL PLANS REQUIRE THE FOLLOWING INFORMATION ON THE FRONT COVER OF THE DRAWING SETS:

DEVELOPMENT NAME: _____

LOCATION: _____

WAKE CO. PROP. IDENTIFICATION # (PIN) with property map _____

EXISTING ZONING DISTRICT(s): _____

PROPOSED ZONING DISTRICT(s): _____

INSIDE CITY LIMITS? _____

CLIENT (Owner or Developer):

Name(s) _____

Address: _____

Telephone: _____ FAX: _____

E-Mail Address: _____

CONSULTANT (Person to contact regarding questions or revisions to the plan):

Name(s) _____

Address: _____

Telephone: _____ FAX: _____

E-Mail Address: _____

TOTAL SITE ACRES: _____

RESIDENTIAL ACRES: _____

Total residential units _____
Single-family lots _____
Multi-family units _____
Group housing units _____
Condominium units _____
Congregate Care equivalent dwelling units _____
Average residential density _____
Maximum residential density _____
Proposed minimum lot size for detached single family
residential if requesting lots less than 5000 sq. ft. _____
provide findings in accordance with 10-2057

INSTITUTIONAL ACRES: _____

Building Sq. Ft. _____

OFFICE ACRES: _____

Building Sq. Ft. _____

INDUSTRIAL ACRES: _____

Building Sq. Ft. _____

RETAIL ACRES: _____

Building Sq. Ft. _____

% OF SITE THIS CONSTITUTES

RECREATION ACRES: _____

Building Sq. ft. _____

OPEN SPACE ACRES: _____

Not-for-profit common area: _____

% OF SITE IT CONSTITUTES

TREE CONSERVATION ACRES: _____

Greenway (dedicated sq. ft.) _____

% OF SITE IT CONSTITUTES _____

acreage _____

Other public open space _____

OWNER'S SIGNATURE:

In filing this plan as the property owner(s), I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors and assigns jointly and severally to construct all improvements and make all dedications as shown on this proposed master plan as approved by the City.

*I hereby designate _____
to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to represent me in any public meeting regarding this application.*

Date: _____

Signed: _____

Printed

Owner's name _____

Section C.

DATA FOR MASTER PLAN DOCUMENTS

PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF)



(a) Sheet size.

(1) Plan-view drawings for the master plan shall be drawn on one of three (3) standard sheet sizes. These are:

- eighteen (18) by twenty-four (24) inches;
- twenty-four (24) by thirty-six (36) inches;
- thirty (30) by forty-two (42) inches;

(2) Other supporting documentation may be submitted on 8 1/2" x 11" sheets, 11" x 17" sheets or 8 1/2" x 14" sheets.



(b) Key Information.

- (1) A vicinity sketch or key map at a scale of not more than one thousand (1000) feet to the inch, showing the position of the subdivision with its relation to surrounding streets and properties, and oriented in the same direction as the remainder of the preliminary subdivision plan;
- (2) True north arrow, with north being at the top of the map;
- (3) Scale of the map using engineer's scale (1"=10', 1"=50', etc.) and date of preparation, including all revision dates;

☐ **(c) Summary Information.**

- (1) The name of the development, name of the owner and agent, name, address and telephone number and fax number of the designer who prepared the plan;
- (2) All information included in Section B. of this application;
- (3) For properties in a conditional use zoning district, list of zoning conditions should appear on the plan;
- (4) Proposed heights and setbacks.

☐ **(d) Property Information.**

- (1) Boundary lines of the proposed development;
- (2) Existing easements including width dimensions and book and page references;
- (3) Property to be dedicated for public use, such as proposed easements, rights-of-way; or greenway, including acres, square feet and dimensions;
- (4) Street right-of-way lines and other property lines, drawn to scale;
- (5) Zoning district boundary lines;
- (6) Adjoining properties, land uses and owners names;
- (7) Existing wooded areas, streams and lakes;

☐ **(e) Transportation Information.**

- (1) Preliminary circulation plan showing existing and proposed driveway and access point limitations, existing and proposed major streets, new and widened rights-of-way within and adjacent to the site;
- (2) Traffic Impact Analysis, including volumes generated and impact on surrounding intersections;
- (3) Information on how the layout of land uses and facilities encourages transit and pedestrian access;
- (4) Cross-sections of proposed streets to serve the property covered by the Master Plan, including specifications for all cross-sections that involve alternative designs not included in the City's current development regulations;

☐ **(f) Land Use / Phasing / Open Space Information.**

- (1) Proposed uses including locations and amounts, and a detailed list of uses allowed within each land use category specified. This plan should show a mixture of uses to provide convenient arrangements of complementary land uses, such as office, day care and residential;
- (2) Existing and proposed greenways, parks and open space, including designs for screening and buffering of conflicting land uses;
- (3) Maximum scale, floor area ratio, building lot coverage, impervious surface limitations or other proposed limitations on area and bulk;
- (4) Phasing of development, including covenants, assessments and other applicable restrictions, showing a generalized subdivision scheme;
- (5) Mechanisms for monitoring the construction of the land uses shown on the master plan, in order to assure that community facilities are completed and land use requirements are met;
- (6) Mechanisms for providing a unified approach to landscaping parking, driveways, drainage, sedimentation control and pedestrian circulation;
- (7) Maximum heights of buildings by land use category and a schedule of minimum yard setbacks by land use area in the Master Plan;
- (8) Location of outdoor uses such as display areas, landfills, cemeteries, quarries, mines, outdoor storage yards, chemical or petroleum refineries, "ready-mixed" concrete production, asphalt plants, community water and wastewater treatments tanks and facilities;

☐ **(g) Alternative Designs and Revisions.**

- (1) Information to support any requested alternative design
 - parking reductions
 - street cross sections
 - SIGNAGE
 - LANDSCAPING
 - LOT SIZES 10-2057.

- (2) The proposed type, nature and extent of revisions that will be approved by the City staff subsequent to the approval of the Master Plan;

☐ **(h) Utility / Stormwater Information.**

- (1) Water and sewer plan for all uses proposed in the Master Plan, including location of existing and proposed sewer and water mains. Include estimate of average daily sewage flow demand for each phase;
- (2) Proposed stormwater management scheme, showing general methods of retaining or conveying stormwater throughout the site, and any adjoining off-site facilities, as well as proposed drainage easements in their general location;
- (3) Regulatory floodprone area elevations;

☐ **(i) Special Information.**

- (1) In all Special Highway Overlay Districts, protective yard areas along major access corridors and principal arterials, and distance from interchange if along a side street;
- (2) In Reservoir Watershed Protection Areas, watercourse buffer areas as required in §10-3052(b), square foot amount of existing and proposed impervious surface area per lot, estimated amount of impervious surface area of proposed public and private streets and public improvements, the location of and areas served by facilities used to retain the first one-half (1/2) inch of storm water as required in §10-3052(a), the allocation of impervious surface limitations to lots;
- (3) In cluster unit developments, calculations for density transfers among different phases and from rights-of-way, building envelopes and maintenance easements when the development is to be approved with minimum setback less than 5 feet;
- (5) In Metro Park Protection Overlay Districts, watercourse buffer areas, impervious surface calculations, tree inventory if impervious surface area exceeds 30%, park buffer yards;
- (6) Phasing plan, if the construction of public improvements and/or the recording of lots is to be phased;
- (7) In Mobile Home zoning districts, an evacuation plan is to be filed with the Wake County Office of Emergency Preparedness for all mobile home parks located within floodprone areas;
- (8) Any other information that may be requested by the reviewing authority.

☐ **(j) Tree Conservation Plan, if applicable, (Refer to TC-07-04 Tree Conservation Ordinance) (NEW).**

- (1) (Sheet 1) Requires a separate Tree Conservation Map with all proposed tree conservation areas (TCA's), see Section 10-2082.14);
- (2) Label Primary and Secondary Tree Conservation Areas utilizing the "Standardized Designation For Tree Conservation Areas" list.
- (3) (Sheet 2) Show existing and proposed grades, combining an accurate location of tree protection fence, also show acreage calculations of tree conservation areas as listed in Tree Conservation Data Sheet.
- (4) Completed Tree Conservation Data Sheet;
- (5) (Sheet(s) 3+) For the Secondary Tree Conservation Areas include the following;
- Photo panoramic panel of proposed secondary TCA's. Each photo to represent 50 linear feet of tree conservation area. Include **(2 copies)**.
 - Certified tree cover report with description of each 50' of TCA. **(2 copies)**.
 - Most recent aerial photo.

☐ **(k) Urban Design Guidelines for Mixed-Use Neighborhood and Village Centers checklist (NEW)**
Indicates the guidelines and principles that will be adhered to and the extent to which specified apply to the "key elements" described in the Urban Design Guidelines for Mixed-Use Neighborhood and Village Centers. Use accompanying checklist provided.

☐ **(l) Below, Provide a description of how your plan conforms to the guidelines of the Comprehensive Plan, including information such as Planning District, Small Area Plan, Corridor Plan, oversized focus area, PBOD, focus area and recommended use(s) for the property. (NEW)**

PRELIMINARY MASTER PLAN DOCUMENT FORM

Version date _____

Summary Information

- (1) The name of the development, name of the owner and agent / contact person, address and telephone number.

Property Information

- (1) Property to be dedicated for public use, such as proposed or existing easements, rights-of-way; greenway, including acres, square feet, acreage and dimensions.

1. Land Use / intensity

Description of uses proposed within each land use category specified. This plan should show a mixture of uses to provide convenient arrangements of complementary land uses.

Tract / Area 1

Tract / Area 2

Tract / Area 3

Tract / Area 4

2. Transportation Information

- a. TIA (as an attachment):

Part 1- Preliminary Trip Analysis that compares rates for existing and proposed zoning, preliminary analysis of surrounding street capacities, and if possible trip generation rates derived from applicable Small Area Plans. AM Peak, PM Peak, and Daily trip generation for existing zoning and proposed conditions under maximum build out / worst case. Existing peak hour and ADT conditions for surrounding streets and intersections should also be submitted at this point. Perhaps preliminary traffic analysis of existing conditions might also be a good idea, as it doesn't change through the process. This part could be called TIA, Part 1.

Part 2- Distribution of the final site traffic and intersection analysis/ADT impacts based on that distribution.

3. Circulation Plan /Pedestrian/Bicycle Plan

- a. Indication of how guidelines from the Urban Design Guidelines checklist will be met under the "2. Streets and Drives" and the "6. Transit" sections.

- b. Showing circulation plan driveway and access point limitations, private street and driveway locations, existing streets within and adjoining the site, location of extended, new, and widened public streets rights of way that embrace the site. (This overlaps information noted above in Transportation).
- c. Any additional Information on how the layout of land uses and facilities encourages transit and pedestrian access.
- d. Pedestrian, Bicycle Circulation Plan, Pedestrian access, sidewalk widths, public and private connections, bicycle parking, Transit provision

4. Utility / Stormwater Information

- a. Water and sewer plan for all uses proposed in the Master Plan, including location of existing and proposed sewer and water mains. Include estimate of average daily sewage flow demand for each phase.
- b. Proposed stormwater management scheme, showing general methods of retaining or conveying stormwater throughout the site, and any adjoining off-site facilities, as well as proposed drainage easements in their general location.
- c. Regulatory flood prone area elevations, flood storage easements, watercourse buffer yards.

5. Open Space Information / Greenway / Tree Preservation

- a. Existing and proposed greenways, parks and open space, including designs for screening and buffering of conflicting land uses.
- b. Indication of how guidelines from the Urban Design Guidelines checklist will be met under the "Open Space" section.
- c. Required and provided open space.
- d. Tree Conservation areas, Areas for preservation of the existing landscape and trees; limitations on grading and tree removal.

7. Buildings and Height 10-2057(f)(4)g.

- a. Maximum scale, floor area ratio, building lot coverage, impervious surface limitations or other proposed limitations on area and bulk.
- b. Maximum heights of buildings in each tract or section by land use category and a schedule of minimum yard setbacks by land use area in the Master Plan. For final application, but can be submitted with preliminary application: Indication of how guidelines (if any) for building heights from the Urban Design Guidelines checklist will be met under the "1. Mixed-Use Key Elements" section.
- c. Preliminary sketch showing profile of primary buildings with street and general massing study of primary buildings.

8. Yard Setbacks 10-2057 10-2057(f)(4)g.

- a. Schedule of minimum /maximum yard setbacks and/or reference to zoning district yard standards (Setbacks cannot reduce those required by North Carolina Building Code or applicable overlay zoning districts or conditional use districts.)

9. Urban Design Guidelines : (Complete attached checklist)

General description of how the PDD will comply with the Urban Design Guidelines, based on the Urban Design Guidelines checklist. Descriptions of compliance with specific guidelines or key elements will be made below. Include description of "Core" area of the mixed-use development, and the "Transition" area.

10. Alternative Designs as permitted by 10-2057 including specific findings or applicable standards why which the proposal is considered

List of specific information to support any requested alternative design including parking reductions, lot sizes, signage, landscaping, tree preservation, street cross sections, signage or specific subdivision standards noted in 10-2056. Provide documentation to address the specific standards for each alternate.

Information to support any requested alternative design

- a. Parking reductions 10-2057(f)(4)h.
- b. Street cross sections 10-2057(f)(4)j.
- c. Signage 10-2083.1.b.(6)
- d. Landscaping 10-2082.4
- e. Tree Preservation 10-2082.14
- f. Lot sizes 10-2057(f)(2)l.
- g. Retail over 10% of the land area 10-2057(f)(4)b.4. / 10-2011(b)(3)g.

11. Comprehensive Plan

General description of how the PDD complies with the City Comprehensive Plan. Included would be any small area plans, neighborhood plans, focus area or other designations noted in the plan.

Applicability of how guidelines (if any) from the Urban Design Guidelines checklist will be met. See attachment.

12. Special Information

As each proposed Planned Development District, additional information may be requested upon review in accordance with 10-2057.

URBAN DESIGN GUIDELINES CHECKLIST FOR KEY ELEMENTS

2.2 Elements

- All Mixed Use Centers provide retail (such as eating establishments, food stores, banks and residential) uses within walking distance of each other. The core should provide office, convenience and personal service retail complying with maximum sizes for single establishments in the Retail use Guidelines of the Comp Plan. Village Centers may also provide entertainment uses.

See page 8 of Urban Design Guidelines for Mixed-Use Neighborhood and Village Centers

Applicant Proposal:
Staff Response:

2.3 Transition to Surrounding Neighborhoods

- Building heights are greatest in the core and transition to lower heights outward from the Core to the boundary of the Mixed Use Center. Buildings at the Edge are comparable in height and massing to the adjacent and nearby properties as well as surrounding neighborhoods.

See page 10 of Urban Design Guidelines for Mixed-Use Neighborhood and Village Centers

Applicant Proposal:
Staff Response:

2.4 Blocks, Streets and the Corridor

- The Center's Road network connects directly into the neighborhood road network of the surrounding community, providing multiple paths for movement to and through the Center. Trips made from surrounding residential neighborhoods to the Center are possible without requiring travel along a major thoroughfare or arterial.

Applicant Proposal:
Staff Response:

- Streets interconnect within the development and with adjoining development. Cul-de-sacs and dead ends are discouraged. Streets are planned in accordance with City regulations and Plans.

Applicant Proposal:
Staff Response:

- Block faces have a length not exceeding 660'.

Applicant Proposal:
Staff Response:

SITE DESIGN

3.1. Building placements

- To establish objectives of urban architecture and landscape design, streets are lined by buildings rather than parking lots, establishing physical definition of streets and public spaces as places of shared use.

Applicant Proposal:

Staff Response:

- Buildings are located within 25' of curb with off street parking behind or beside a building.

Applicant Proposal:

Staff Response:

- If located at a street intersection, main buildings or portions of buildings are placed at the corner. Parking, loading or service areas are not located at the intersection.

Applicant Proposal:

Staff Response:

3.2. Urban Open Space

- Open space is located where it is visible and accessible from public areas such as building entrances and sidewalks, ensuring that open space is well used.

Applicant Proposal:

Staff Response:

- Urban open spaces contain direct access from the adjacent streets. They are open along the adjacent sidewalks and allow for multiple points of entry. They are also visually permeable from the sidewalk, allowing the passerby to see directly into the space.

Applicant Proposal:

Staff Response:

- The perimeter of open spaces should consist of active uses that provide pedestrian traffic and uses for the space, including retail, cafes, restaurants and higher-density residential.

Applicant Proposal:

Staff Response:

- A properly defined urban open space is visually enclosed by the fronting building to create an outdoor room that is comfortable to its users.

Applicant Proposal:

Staff Response:

3.3 Public Seating

- Public spaces should provide for seating opportunities.

Applicant Proposal:

Staff Response:

3.7 Pedestrian, bicycle amenities

- A complete network of paths is provided that connects building entrances, parking, transit stops, public sidewalks and crossings, adjacent properties, adjoining off-street paths and other key destinations on or adjacent to the site.

Applicant Proposal:

Staff Response:

3.10 Automobile Parking

- Parking lots do not dominate the frontage of pedestrian-oriented streets, interrupt pedestrian routes, or negatively impact surrounding developments.

Applicant Proposal:

Staff Response:

- Parking lots are located behind buildings or in the interior of a block. Parking lots do not occupy more than 1/3 of the frontage of adjacent building or no more than 64 feet, whichever is less.

Applicant Proposal:

Staff Response:

3.11 Parking Structures

- Parking structures are important and necessary elements of urban infrastructure. New structures contain the same level of materials and finishes as the principal building would.

Applicant Proposal:

Staff Response:

3.12 Transit Stops

- Appropriate building densities and land uses are within walking distance of transit stops, permitting public transit to become a viable alternative to the automobile. Transit stops are a basic element in any mixed-use development and is integrated functionally and architecturally.

Applicant Proposal:

Staff Response:

- Convenient, comfortable pedestrian access between transit stops and building entrances are planned as part of the overall pedestrian network.

Applicant Proposal:

Staff Response:

3.13 Environmental Protection

- The development respects natural resources. Sensitive areas, such as areas with slopes in excess of 15% for watercourses, floodplains are acknowledged and development in these areas is minimized. Where practical, these features are conserved as open space amenities and incorporated into the overall site design.

Applicant Proposal:

Staff Response:

STREET DESIGN

4.1 Street Design Principles

- Streets are designed to be pedestrian oriented, as integral parts of the designed community. A network of streets is provided dispersing traffic and providing connectivity. A network of sidewalks and bicycle lanes are located within the right of way and provide an attractive and safe mode of travel for cyclists and pedestrians. These apply to all streets up to and including thoroughfares, particularly those that enter the Mixed Use Center.

Applicant Proposal:

Staff Response:

- Sidewalks are a minimum of 5' to 8' in width and located on both sides of the street. Sidewalks in commercial areas are a minimum of 12-16' in width to accommodate sidewalk uses such as vendors, merchandising and outdoor seating.

Applicant Proposal:

Staff Response:

- Streets are designed with street trees planted in a manner appropriate with their function. Commercial streets are designed with street trees that compliment the face of the buildings and provide a shade canopy for the pedestrian. Residential streets incorporate street trees to provide shade and a visual buffer from the street. Typical planting width is 6-8', tree sizes meeting minimum of 6-1/4" caliper and consistent with City landscaping, lighting and street site distance requirements.

Applicant Proposal:

Staff Response:

4.2 Special definition

- Buildings establish spatial definition. This is achieved with architectural elements with an appropriate height to width ratio. A 1:6 height to width ratio is the minimum for this definition with an average ration of 1:3.

Applicant Proposal:

Staff Response:

BUILDING DESIGN

5.4 Façade Treatment

- Primary building entrance is architecturally and functionally designed on the front façade of the building facing the primary public street. The entrance is designed to convey prominence on the fronting façade.

Applicant Proposal:

Staff Response:

- The ground level of the building offers pedestrian interests along the sidewalks and paths, including windows, entrances and architectural detail. Signage, awnings and ornamentation are encouraged.

Applicant Proposal:

Staff Response:

5.5 Street Level Activity

- The sidewalks remain the principal place of pedestrian movement and casual social interaction. Designs and uses are complementary of that function.

Applicant Proposal:

Staff Response: